

## **NOAA Fleet Council Terms of Reference**

### **Purpose:**

The NOAA Fleet Council is established as the principal advisory body to the Administrator and serves as the focal point for the agency's ship and aircraft platforms, including their missions, naming, funding, staffing, safety, maintenance, repair and replacement, including major equipment thereon. Specific purposes of the Council include, among others as deemed appropriate:

- Allocation of NOAA and charter ship and aircraft time to support NOAA's research and operational programs and missions, including approval of significant deviations (greater than five days) from approved schedules.
- Assist with the planning, coordination and communication of platform requirements to NOAA Program Managers to ensure they are effectively represented in the Planning, Programming, Budgeting and Execution System (PPBES).
- Proposing priorities and investment strategies for ship and aircraft Fleet Modernization Plans in order to provide the most efficient means to support NOAA's programs and strategic goals.
- Coordination and review of NOAA's participation in the Federal Oceanographic Facilities Committee, including the exchange of information on long-range plans regarding the construction, deactivation or chartering of research platforms.

### **Membership:**

#### *Leadership*

- NOAA Marine and Aviation Operations (Chair)

#### *Principals*

- NOAA Satellites and Information
- NOAA Weather Service
- NOAA Oceans and Coasts
- NOAA Fisheries
- NOAA Research
- NOAA Program Planning and Integration

#### *Participating and Advisory*

- NOAA Program Analysis and Evaluation
- NOAA Program Managers
- NOAA Goal Team Leads
- NOAA Legislative Affairs
- NOAA Ocean Council
- NOAA Observing Systems Council
- NOAA Research Council
- NOAA Education Council
- NOAA Finance
- NOAA Safety Council

### *Working Groups*

- Fleet Working Group
- Instrumentation Working Group
- Remotely Operated Aircraft Working Group
- Autonomous Underwater Vehicles Working Group

### **Executive Secretariat:**

Program Services and Outsourcing Division, NOAA Marine and Aviation Operations.

### **Roles and Responsibilities:**

The NOAA Fleet Council shall provide decisions or recommendations to the NOAA Executive Panel for review. The Director, NOAA Marine and Aviation Operations, will chair the Council. Principal Members will consist of senior Line Office representatives. The Council will:

- In coordination with NOAA Program Managers, review proposals for ship and aircraft operations presented by or through the user-representatives, and establish relative priorities for the use of NOAA and charter ship and aircraft resources.
- Assist and make recommendations on any examinations of the efficiency by which ships and aircraft support NOAA programs, and provide the necessary actions to correct any deficiencies.
- Establish permanent or temporary subordinate bodies on relevant issues as necessary, which may include persons who are not Members of the Council.
- Maintain cognizance of Regional User Meetings, encouraging maximum participation of appropriate personnel, and review meeting results from a practical operational perspective.
- Coordinate with the NOAA Safety Council on matters associated with providing a safe working environment in ship and aircraft operations.
- Advise and comment on the Aircraft Replacement, Fleet Replacement, Marine Operations and Maintenance, Aircraft Services and other applicable Program Baseline Assessments.
- Assist with the formulation of the Strategic Plan and Annual Guidance Memorandum in areas associated with ship and aircraft operations.

### **Decision Making Process:**

Meetings will be held monthly or as required. The Executive Secretariat will coordinate the agenda of the meetings and be responsible for recording minutes. Unless otherwise objected to, Council business may be discussed and decisions may be made electronically between regularly scheduled meetings. Business conducted in this manner will be reflected in the following meetings minutes.

Decisions will be accomplished by informed consensus of all Principals or their designated alternates. The Chair will strive for consensus on every issue, and at their discretion may submit an issue for a vote. Notwithstanding a vote of the Principals, the Chair maintains 51 percent of the vote and will have final decision making authority when consensus is not achieved or there is an absence of a quorum.